IFAS 7i Department
Accounts Payable

User Guide

Version 1.0

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Contact Information

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IFAS 7i Accounts Payable Procedures

Overview

Introduction   The following information explains how to approve, modify, and reject Accounts Payable invoices using the IFAS Insight Work Flow Task List.

In this chapter   This chapter contains the following topics.

Guidelines for IFAS 7i Accounts Payable Invoices

Introduction	The following guidelines contain added information for the IFAS 7i Accounts Payable module for approving invoices.
Comments required	Accounts Payable requires that you add the reason for a rejected invoice in the Comments window.
Comments	Any comments entered will always remain with the invoice. Please keep comments appropriate. You cannot change comments once you press the Submit button, and anyone who opens the invoice can see the comments.
Approve or reject invoices	You can approve or reject invoices individually or by a group. You can approve or reject by group by the following group titles. • All Pending Tasks • Security Code • Set ID • Vendor
Warning messages	If there are any problems with the invoice information you entered, the program displays a message in the Status Message bar. Press Enter to continue.
Red X messages	If you receive a red X message with system code in the message, read and press the Esc button. This should make the screen available again. If not, you must exit the screen you are working on, go back to the IFAS tree, and click the icon to launch the module again. None of the previous information you entered is saved.

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Guidelines for IFAS 7i Accounts Payable Invoices, Continued

To view invoice images

You must change the Preferences settings to view invoice images in the Attachments tab in the sidebar and the bottom of the Task List window. Use the Options icon in the APOHCSHD window and then, choose the Settings menu option from the drop-down menu to make preference changes. The following information shows how you must setup each tab in the Settings menu option.

- Ledgers tab – choose the GL or JL ledger
- Preferences tab – choose the Upon Request option in the Show Attachments field to view attachments in the Attachments tab in the sidebar menu
- Advanced tab – leave all fields blank
- Screen Specific tab – in the Workflow Task List field, Enable should already be set

Note: You must leave all other fields in the tabs blank.

Task list items awaiting processing

The Task List Items Awaiting Processing option in the sidebar allows you to choose between the APOH version and the Purchase Requisition version of the program depending on the task you need to work.

Workflow routing

The program sends the invoice back to the previous approver if the invoice is rejected.

Deleting invoices

Only the Auditor's Accounts Payable department can delete an invoice. Department approvers must reject an invoice that requires deletion. You can notify Accounts Payable department to delete an invoice in the Comments window.

Rejecting invoices

You must never reject your own changes.

Workflow replaces APOHAPAP

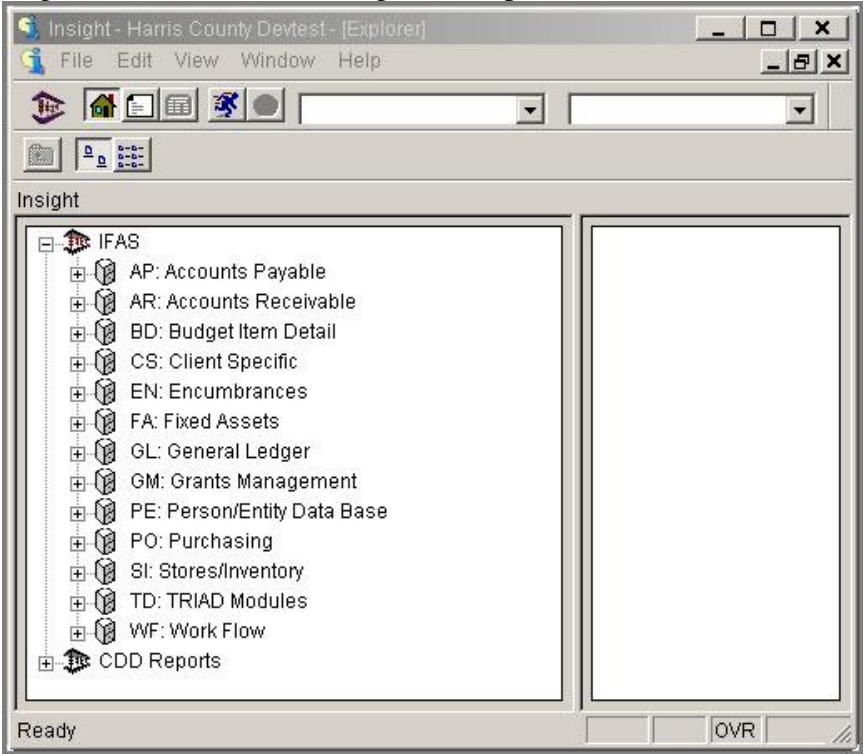You must now approve all AP invoices using Workflow. You must no longer use the APOHAPAP mask.

Guidelines for IFAS 7i Accounts Payable Invoices, Continued

PO line item payments
You must confirm that invoice payments are made to the correct purchase requisition number and line item number on the Misc tab.

Full or partial invoices
You must confirm that the full or partial option is correct for the invoice payment on the Main tab.

Purchasing guidelines
Refer to the Purchasing Manual located on the Harris County Intranet for detailed information.
http://www.hctx.net/CmpDocuments/33/Documents/PurchasingManual.pdf

Receiving
Receiving is not required for invoice processing. However, receiving provides accurate information that aids the IFAS system in applying the correct status to the purchase order and invoice process, such as automatic full or partial status to the purchase order.

Approve an Invoice

Introduction   The following information explains how to approve an Accounts Payable invoice using the IFAS Insight Work Flow Task List.
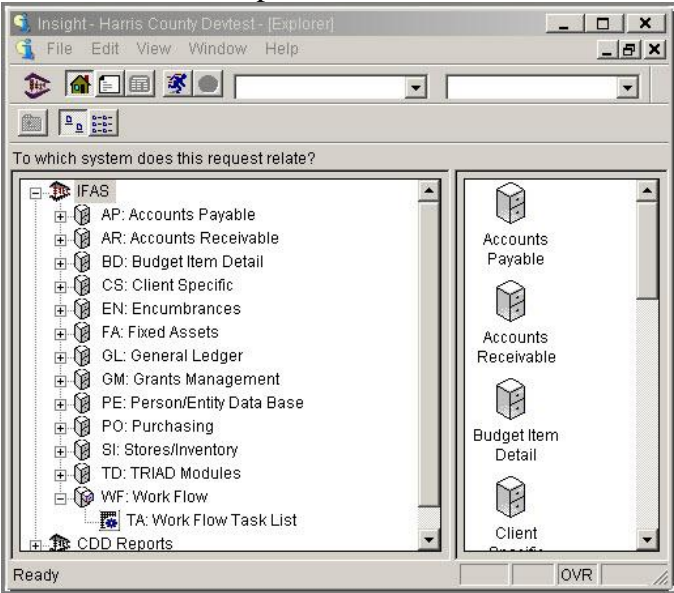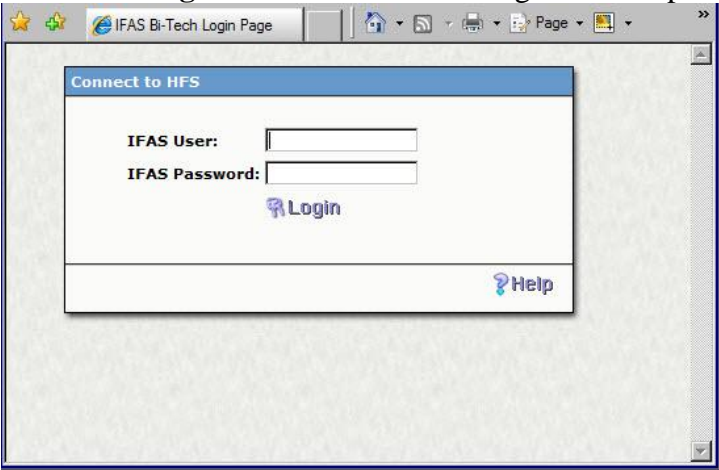
Approve invoice   Use the following steps to approve an Accounts Payable invoice.

Step	Action
1	Log into **IFAS**. The following screen opens.

Approve an Invoice, Continued

Approve invoice (continued)

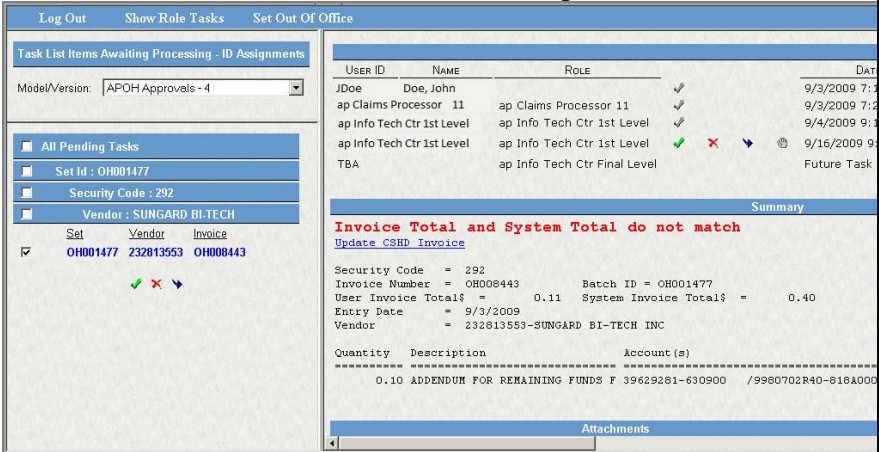| Step	Action
2	Click the **<+>** beside the **WF: Work Flow** icon. The following screen shows the expanded list.
3	Click the **<+>** beside the **TA: Work Flow Task List** icon to launch the **Login** window. The following window opens.

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Approve an Invoice, Continued

Approve invoice (continued)

Step	Action
4	Enter your regular **IFAS** user ID and password and click the **Login** icon. The **Task List** window opens. **Note:** The Task List window shows the invoice history and summary. Click the invoice link in the Attachments frame to view an image of the invoice.
5	Choose the **APOH Approval** option from the drop-down menu in the **Model/Version** field in the sidebar to access the **Accounts Payable** invoices.

Approve an Invoice, Continued

Approve invoice (continued)

Step	Action
6	Double-click an invoice number to view a specific invoice. **Note:** This view also allows you to take action and view the approval history.
7	Review the invoice.

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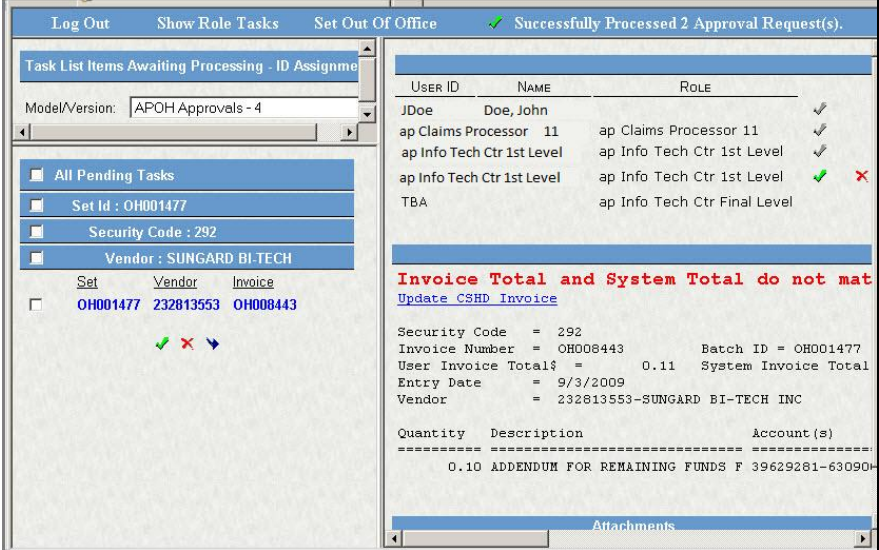
Approve an Invoice, Continued

Approve invoice (continued)

Step	Action
8	Click the box beside the invoice you want to approve. You can approve or reject invoices individually or by group. Then, click the **Green Check** in the **Sidebar** to <u>approve</u> the invoice. The **Comments** window opens.

	Note: Any comments entered at this time will always remain with the invoice. Please keep comments appropriate. Anyone who opens the invoice can see the comments and comments cannot be changed.

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Approve an Invoice, Continued

Approve invoice (continued)

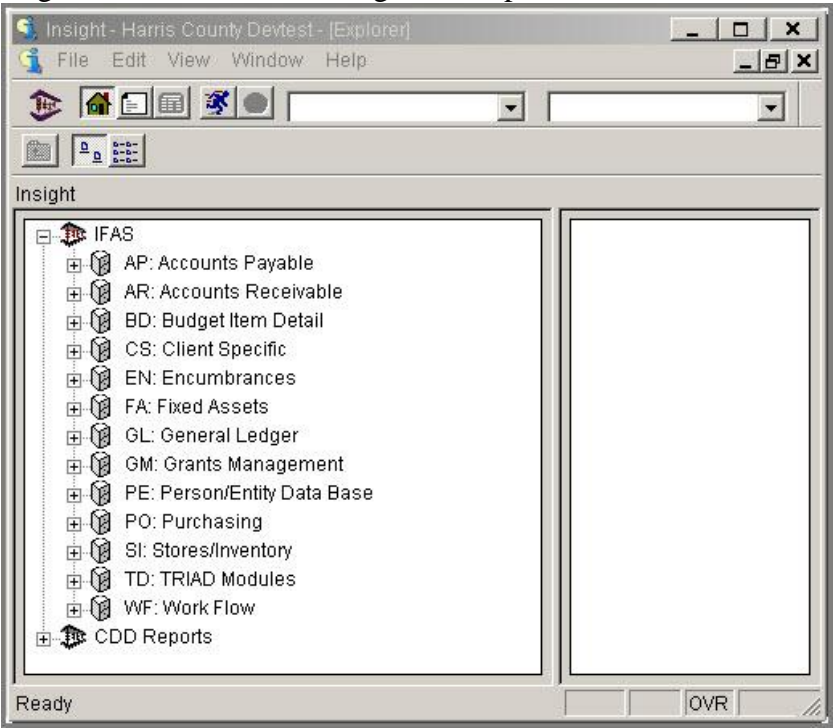| Step	Action
9	Enter text in the **Comments** window and click the **Submit** button to complete the procedure. The **Successfully Processed 1 Approval Request** message appears in the **Status Message** bar.

Modify an Invoice

Introduction   The following information explains how to modify an Accounts Payable invoice using the IFAS Insight Work Flow Task List.

Warning messages   If there are any problems with the invoice information you entered, the program displays a message in the Status Message bar. Press Enter to continue.

Red X messages   If you receive a red X message, read the message and press the Esc button. This should make the screen available again. If not, you must exit the screen you are working on, go back to the IFAS tree, and launch the module again. If this situation occurs, none of the previous information you entered is saved.
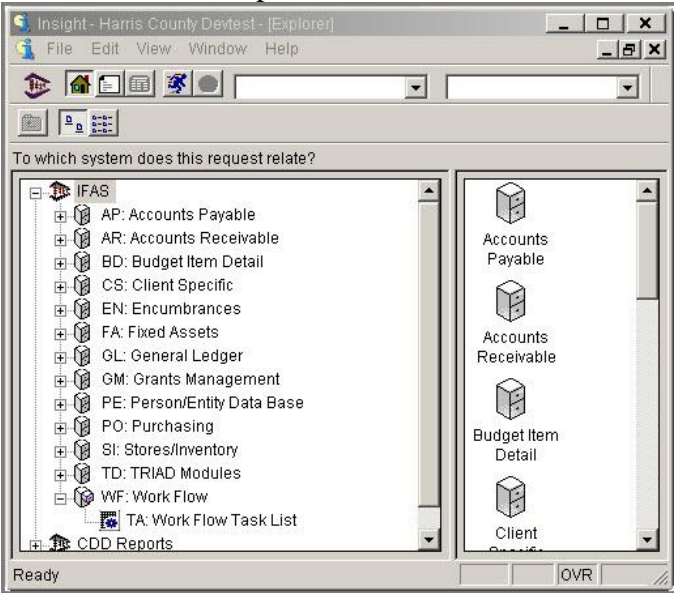
Modify invoice   Use the following steps to modify an invoice.

Step	Action
1	Log into **IFAS**. The following screen opens.

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Modify an Invoice, Continued

Modify invoice (continued)

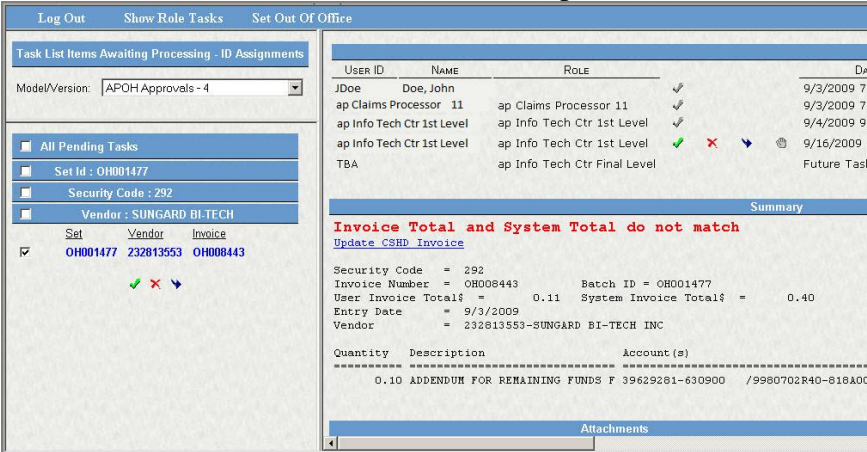| Step	Action
2	Click the **<+>** beside the **WF: Work Flow** icon. The following screen shows the expanded list.
3	Click the **<+>** beside the **TA: Work Flow Task List** icon to launch the **Login** window. The following window opens.

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Modify an Invoice, Continued

Modify invoice (continued)

Step	Action
4	Enter your regular **IFAS** user ID and password and click the **Login** icon. The **Task List** window opens. **Note:** The Task List window shows the invoice history and summary. Click the invoice link in the Attachments frame to view an image of the invoice.
5	Choose the **APOH Approval** option from the drop-down menu in the **Model/Version** field in the sidebar to access the **Accounts Payable** invoices.

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Modify an Invoice, Continued

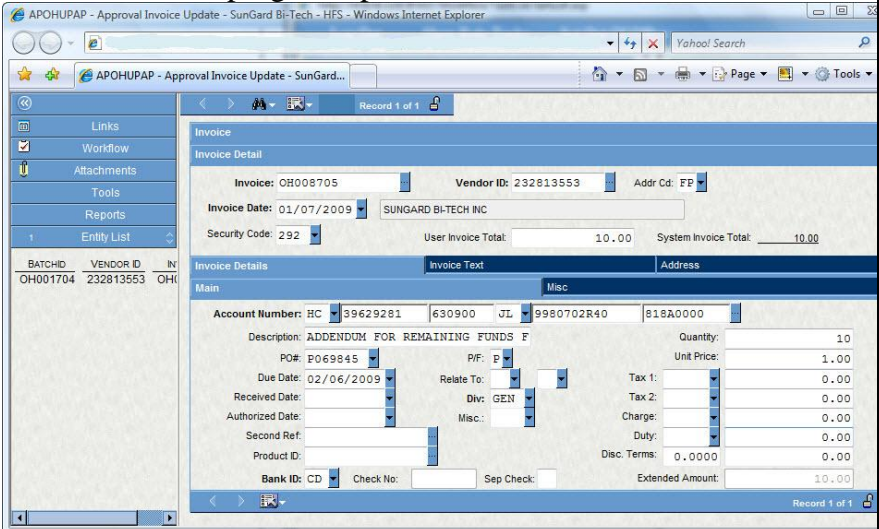**Modify invoice** (continued)

Step	Action
6	Double-click an invoice number to view a specific invoice. **Note:** This view also allows you to take action and view the approval history.
7	Review the invoice.

Modify an Invoice, Continued

Modify invoice (continued)

Step	Action
8	Click the **Update CSHD Invoice** link to change invoice information. The program opens the **APOHCSHD** window.

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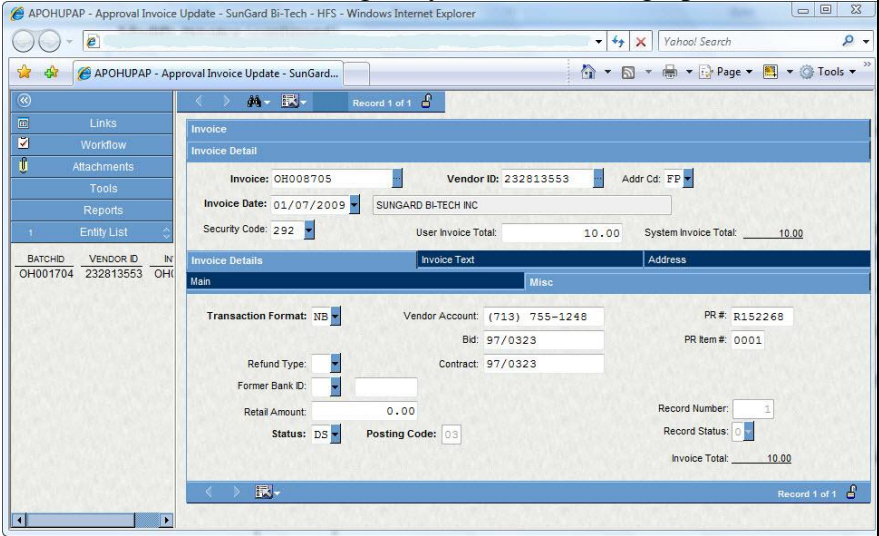
Modify an Invoice, Continued

Modify invoice (continued)

Step	Action
9	Change any of the following optional fields in the **Main** tab. • **Quantity** (enter quantity) • **PO Number** (if you change this field, you must also change the PR number on the MISC tab and verify the PR item number) • **P/F** (enter P for partial payment or F for full) • **Unit Price** (enter amount) • **Account Number** (change account code if needed, if you change this field, you must verify the PR line item in the PR# field in the MISC tab) – **Org Key** – **Object Code** – **JL Key** – **JL Object** **Note:** Hold the cursor over the account coding to view a definition of the coding. **Note:** If the user invoice total doesn't equal the system invoice total, you can still approve it.

Modify an Invoice, Continued

Modify invoice (continued)
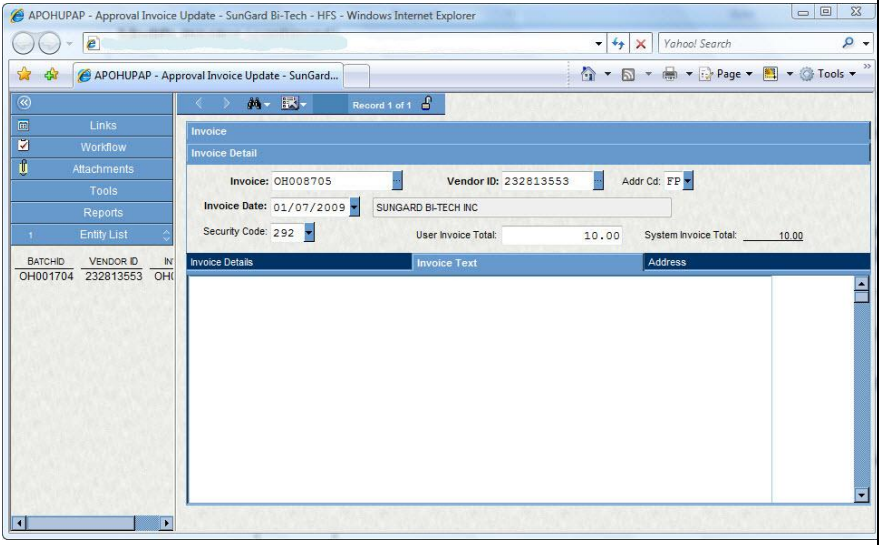
Step	Action
10	Click the **MISC** tab to change any of the following optional fields. • **PR #** (edit PR number if needed) • **PR Item #** (edit item number if needed)

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Modify an Invoice, Continued

Modify invoice (continued)

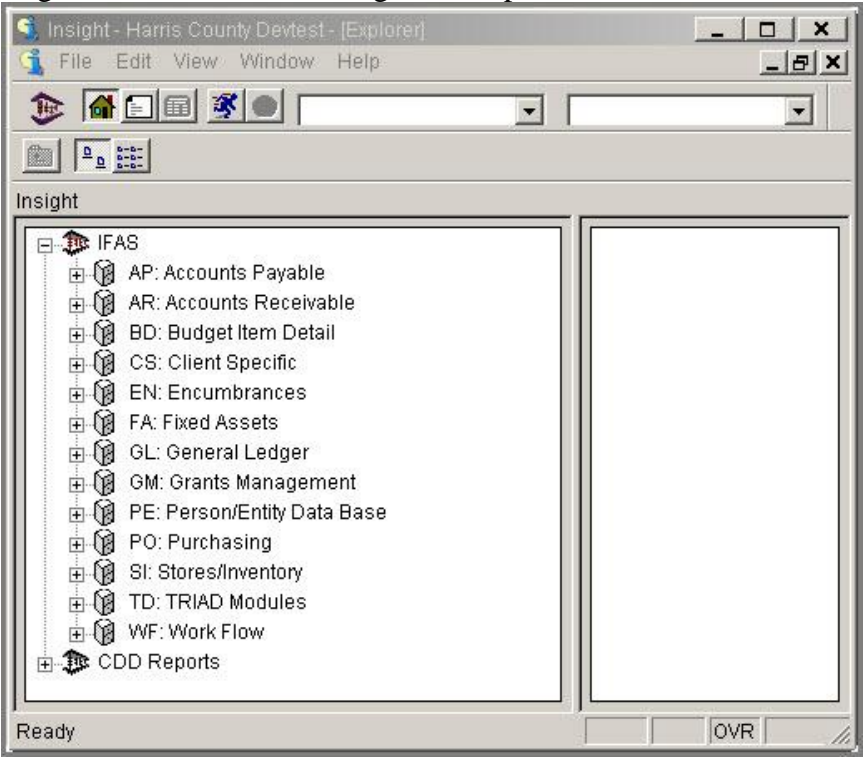| Step	Action
11	Click the **Invoice Text** tab and enter text in the blank field to enter notes if needed. **Note:** The program does not allow you to save the record from the Invoice Text tab.

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Modify an Invoice, Continued

Modify invoice (continued)

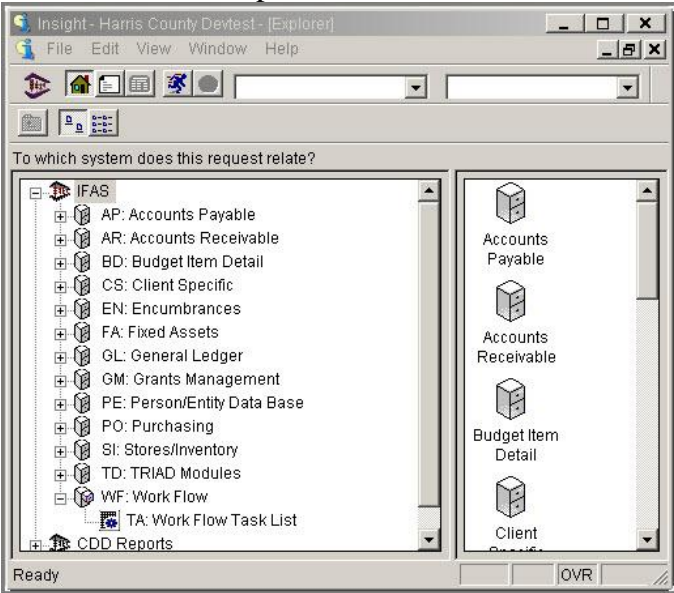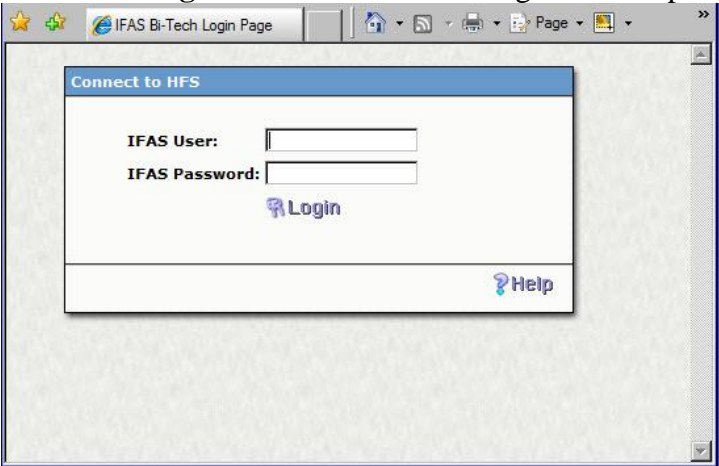| Step	Action
12	Click the **Invoice Details** tab to go back and save the record.
13	Press **Enter** to save the record. The **Record Accepted** message momentarily appears in the **Status Message** bar. **Note:** If you are notified of any errors, see the sub-topics at the beginning of this procedure titled *Warning Messages* and *Red X Messages* for more information.
14	Click the **X** at the right of the window to exit the **APOHCSHD** window. The program returns to the **Task List** window. **Note:** The program does not display the changes in this window. Click the Refresh button to view the changes.
15	Go to the previous section titled *Approve an Invoice* to approve this invoice and complete this procedure.
16	At times it is necessary for the Department AP Clerk to add a new line item. This requires a two step process: create a new line item and update a line item. • At the **Invoice Details Main** Tab, click on the icon that resembles the piece of paper at the bottom of the screen. • Complete the following fields • **Account Coding** • **Quantity** • **PO#** • **P/F** • **Unit Price** • On the **Invoice Details Misc**. tab, complete the **PR#** and **PR Item #**. • Press Enter.

Reject an Invoice

Introduction   The following information explains how to reject an Accounts Payable invoice using the IFAS Insight Work Flow Task List.

Deleting invoices   Only the Auditor's Accounts Payable department can delete an invoice. Department approvers must reject an invoice that requires deletion. You can notify the Accounts Payable department to delete an invoice in the Comments window.

Rejecting invoices   You must never reject your own changes.

Reject invoice   Use the following steps to reject an invoice.

Step	Action
1	Log into **IFAS**. The following screen opens.

Reject an Invoice, Continued

Reject invoice (continued)

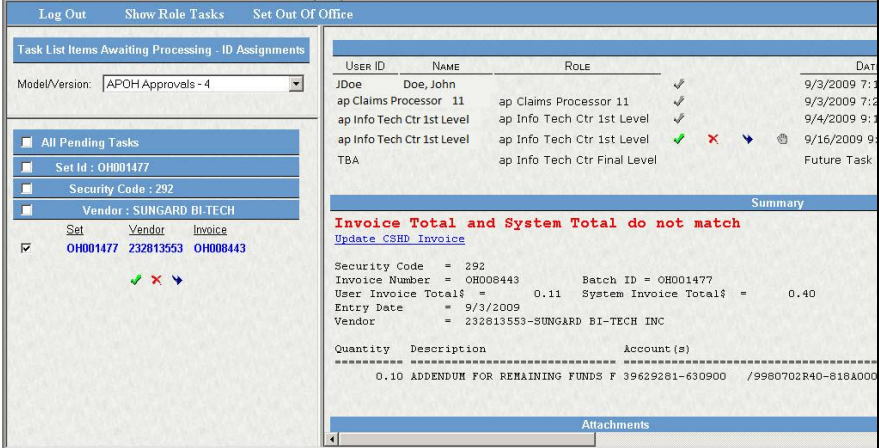| Step	Action
2	Click the **<+>** beside the **WF: Work Flow** icon. The following screen shows the expanded list.
3	Click the **<+>** beside the **TA: Work Flow Task List** icon to launch the **Login** window. The following window opens.

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Reject an Invoice, Continued

Reject invoice (continued)

Step	Action
4	Enter your regular **IFAS** user ID and password and click the **Login** icon. The **Task List** window opens. **Note:** The Task List window shows the invoice history and summary. Click the invoice link in the Attachments frame to view an image of the invoice.
5	Choose the **APOH Approval** option from the drop-down menu in the **Model/Version** field in the sidebar to access the **Accounts Payable** invoices.

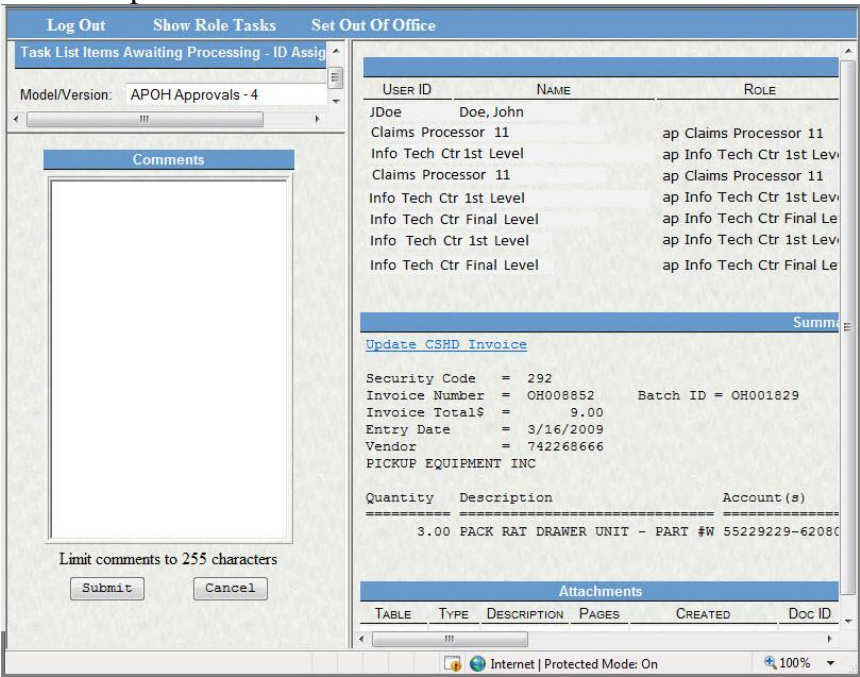*Continued on next page*

Reject an Invoice, Continued

Reject invoice (continued)

Step	Action
6	Double-click an invoice number to view a specific invoice. **Note:** This view also allows you to take action and view the approval history.
7	Review the invoice.

Reject an Invoice, Continued

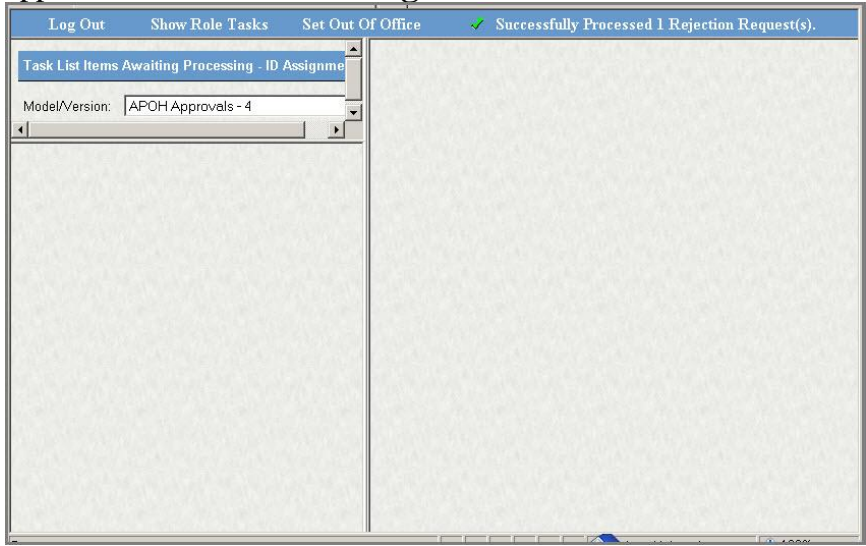**Reject invoice** (continued)

Step	Action
8	Click the box beside the invoice you want to reject. You can approve or reject invoices individually or by group. Then, click the **Red X** in the **Sidebar** to <u>reject</u> the invoice. The **Comments** window opens. **Note:** Any comments entered at this time will always remain with the invoice. Please keep comments appropriate. Anyone who opens the invoice can see the comments and they cannot be changed.

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Reject an Invoice, Continued

Reject invoice (continued)

Step	Action
9	Enter text in the **Comments** window and click the **Submit** button to complete the procedure. Accounts Payable requires that you add the reason for the rejection in the **Comments** window. The **Successfully Processed 1 Rejection Request** message appears in the **Status Message** bar. Log Out Show Role Tasks Set Out Of Office ✓ Successfully Processed 1 Rejection Request(s). Task List Items Awaiting Processing - ID Assignme Model/Version: APOH Approvals - 4